

# **BROOKINGS COUNTY COMMISSION MEETING**

**Tuesday, April 26, 2005**

The Brookings County Board of County Commissioners met in regular session on Tuesday, April 26, 2005, with the following members present: Dennis Falken, Mary Negstad, Deanna Santema, and Emil Klavetter. Donald Larson was absent for personal reasons. Also present: Stephanie Vogel, Wm. Mark Kratochvil, Kelly Bakken, Todd Struwe, David Landsman, Vicki Buseth, Ted Eggebraaten, Darrell Hartmann, Dave Jones, Mark Rye, Brian Eclov, and Jill Fier.

## **CALL TO ORDER**

Chairperson Falken called the meeting to order.

## **CONSENT AGENDA**

Chairperson Falken declared the Consent Agenda approved with no objection from the board. The Consent Agenda consisted of the agenda for the April 26, 2005 Commission Meeting, and the minutes from the April 19, 2005 Commission Meeting, and from the 2005 Brookings County Board of Equalization. Welfare Matters: Case # 05-072 for rent was approved. Travel/Education: Lori Schultz, Anne Hovey, and Cheryl Anderson to go to Watertown, SD on May 3, 2005 to attend DMV Training. Kristen Witchey and Vicki Buseth to go to Sioux Falls, SD on May 4, 2005 to attend DMV Training. Laurie Tangen to go to Rapid City, SD on May 3-5, 2005 to attend the FCS Professional Development; to go to Madison, SD on June 11, 2005 to attend the Relay for Life with the Dermascan machine. Wm. Mark Kratochvil and Stephanie Vogel to go to Sioux Falls, SD on July 8, 2005 to attend the "Employment Law from A to Z in South Dakota" Seminar.

## **ROUTINE BUSINESS**

Motion by Klavetter, seconded by Santema, to approve the following claims. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes. AAA Auto Glass, repair windshield \$30.00; Action Process Serving, serve papers/Stensgaard \$29.80; Allied Oil & Supply, tires \$510.16; Daniel Anderson R., Execution/Nelson \$1053.18; Anderson Oil, diesel fuel \$1,102.10; AT&T, telephone \$131.08; Avera Brookings Medical, medical \$424.30; Banner Associates, engineering \$74.55; Harold Berkland, meeting \$25.00; Boyer Ford Truck, rock guards \$198.58 Bkgs Area Chamber, Brookings bucks \$250.00; Bkgs City, utilities \$1,211.35; Bkgs Co Treasurer, advance tax, title, county weed, delinq taxes \$4,961.03; Bkgs Register, publications \$256.84; Bkgs Hospital, medical \$2,666.81; Buhl's Cleaners, laundry serv, rugs/mops \$61.80; Buskerud Const Inc, posts \$935.00; CDW Government Inc, mouse/keyboards \$364.90; Kim Callies E., transcripts \$733.40; Cellular One, telephone \$386.61; Central Business, furniture/supplies/maintenance \$753.79; Chief Supply Inc., batteries \$29.51; Civil Design Inc., engineering \$800.00; Clinical Lab Black Hills, autopsy \$1,047.62; Joey & Julie Collins, rent \$140.00; Cook's Recycling, commercial service \$141.45; Credit Bureau of Sioux Falls, monthly serv charge \$12.00; Dare America Merchandise, Dare bracelet/awards \$277.87; Dell Marketing LP, monitor/sound bar \$832.25; Dept. of Public

Safety, reimb./Citizen Corps \$1,694.36; Direct Check, Execution \$69.00; Ecolab Pest Elimination, quarterly fumigation \$47.50; Ekern Plumbing & Heating, furnace parts/labor \$401.79; Elite Business System Inc., ink & maintenance \$187.60; Farmer's Imp & Irrig., bolts \$22.80; First Bank & Trust, gas & daily journal \$136.94; First National Bank, execution \$312.14; Forester Dist, execution \$225.87; Beth Frederiksen, meeting& mileage \$33.96; G&K Laundry, laundry service \$239.62; Alan F Glover, CAA & inheritance tax \$386.88; Great Plains Intl., new truck \$63,968.00; Doug Hagman, rent \$300.00; Steve Haro, witness \$130.00; Harold's Printing, envelopes, posters, forms \$656.05; Gary Heldt, training \$83.28; Hillyard Inc., gloves/cleaning supplies \$207.96; Homestead Do-It Center, hardware \$3.29; Taia Huls, execution/chambers \$997.79; Hyland Investments, Real Property Bill, \$688.92; Randy Hyland, work release refund \$50.00; Hy-Vee, inmate meals/food/meeting supplies \$9,873.88; Hy-Vee Pharmacy, medicine \$534.71; J&L Harley Davidson, parts/labor \$231.25; Jack's Uniforms & Equipment, shirts, helmets, pants \$4,108.44; Randy J. Jensen, mileage & meetings \$87.92; Paula Johnson, mileage & meeting \$31.72; Mary Kidwiler, mileage & meetings \$86.00; Emil Klavetter, mileage \$40.64; Darrel Kleinjan, mileage & meetings \$94.32; Duane Knutson, mileage & meetings \$75.76; WM Mark Kratochvil, mileage & meals \$262.44; L&L Parts, parts & filters \$145.89; Lewis & Clark Mental, MI hearing \$130.00; LexisNexis Matthew Bender, online charges \$110.00; Linweld, welding supplies \$165.64; Lyle's Signs, signs \$420.90; Donald McCarty, CAA \$840.37; MCI, telephone \$221.03; M&T Inc, fire extinguisher refills, med. supplies \$471.40; Bob Mans, mileage & meetings \$40.12; Martin's Inc., fuel & oil \$1,262.48; Medical X-Ray Center, medical \$235.25; Midwest Glass, excise tax \$5.58; Millborn Seeds Inc., grass seed \$172.50; Mills Prop Mgmt, storage Jan-Apr \$264.00; Minnehaha Co Juvenile, foster care \$480.00; Glen Nachtigal, meeting \$35.00; Nada Used Car Guide, car guide \$60.00; Darrel E. Nelson, mileage & meetings \$82.16; Sharon Nichols, mileage & meetings \$29.80; Northwestern Public Serv., utilities/church \$3,813.56; Northwestern Energy, utilities \$148.79; Office Systems, maintenance/supplies \$390.18; Mike Olson, mileage & meeting \$98.16; Peart & Assoc. Inc., uniforms/misc \$1,325.86; Pennington Co Jail, transport \$183.90; Pitney-Bowes Inc., quarterly payment \$1,251.00; Plastic Works, plastic liner \$770.00; Prairie Graphics, uniforms \$252.00; Public Safety Center Inc., vests \$609.47; Qualified Presort, MV renewal cards \$662.42; Qwest, database \$300.21; RFD News, publications \$335.96; Ramsdell's Fertilizer, heat \$150.00; Reliance Telephone, phone cards \$3,000.00; Dept of Rev, SD blood tests \$1,049.00; Rick Ribstein, CAA \$455.36; Larry Ringgenberg, extension board meeting \$25.00; Robert Rochel, mileage & meeting \$91.12; Running's Big "R", shop & parts \$261.18; Layne Saathoff, mileage & meeting \$99.44; Kevin Schaub, execution \$300.00; Fran Schoenfelder, extension board meeting \$25.00; SD Continuing Legal, bar directory copies \$30.00; SD Dept of Labor, unemployment \$161.00; SD Federal Property Agency, pick up truck \$2,752.00; SD Hiway Sup't Ass'n, short course registration \$65.00; SD Sheriff's Ass'n, registration \$50.00; SD Planners Assoc, SDPA \$20.00; Shephardson's Hardware Hank, supplies \$34.15; Sinai Coop. Elevator, fuel \$995.86; Sioux Valley Southwestern, electricity \$130.00; Sioux Valley Energy, utilities \$107.00; Steve Smith, mileage & meeting \$51.00; Staff Search, temp help \$462.13; State of South Dakota, networking \$29.00; Stacy Steffensen, travel \$11.52; Sturdevant's Auto, parts \$276.54; Swiftel Center, upkeep \$2,500.00; TLC Physical Therapy Inc., ergonomic check-ups \$282.10; Town & Country Shopper, advertisements \$335.80; United States Postal, postage \$300.00; Vandenberg Law Firm, CAA \$851.00; Velvet Uniforms, uniforms \$246.04; Verizon Wireless, telephone \$180.92; Viking Office Products, supplies \$59.99; Barry L. Vlasman, CAA \$340.40; Volunteers of America, foster care \$90.00; Wagner Real Estate, inspection fees \$1,000.00; Wal-Mart, batteries \$23.91; West Group, law books \$809.30; Chad Wosje, mileage & meetings \$51.00; Juror/Witness Fees: Stephanie Aberle \$11.28; Terry Alexander \$13.20; M.A. \$23.84; Neil Andal \$13.20; Betty

Barkve \$10.64; Christine Buinsma \$58.96; Homer Christopherson \$10.64; Janet Clark \$17.68; L.C. \$79.52; P.E. \$20.00; Travis Duchscherer \$198.00; J.E. \$20.00; K.F. \$20.00; Kenneth Fideler \$14.48; Benjamin Fitzpatrick \$151.92; Shaun Fitzpatrick \$159.60; Verna Flippin \$52.56; Andrea Flowers \$20.00; Gerald Friezen \$11.28; Dena L. Gleason \$20.00; S.G. \$20.00; T.H. \$20.00; Alvin Hartmann \$18.32; Alan Hawley \$10.64; Pamela Hay \$153.84; Michael Hendrickson \$50.64; Catina Heesch \$159.60; Mamie Herrick \$151.92; S.H. \$20.00; Kris Jeppesen \$151.92; Penny Jensen \$18.32; Greg Kastner \$151.92; Lynette Kerlin \$19.60; D.K. \$20.00; Dorothy Kiepke \$11.28; Don Koenders \$151.92; Justin Kuhns \$20.00; Timmy Larson \$11.28; Shirley Lathrop \$55.12; K.L. \$20.00; Stephen Lebert \$14.48; Anthony Mayer \$11.92; John Mills \$18.32; Jason Morin \$20.00; Jesse Nordbye \$20.00; Bryce Olson \$63.44; Robert Pengra \$10.64; Joyce Reeter \$14.48; Elwyn Roach \$50.64; Paul Sahr \$50.64; Tamara Schmidt \$22.80; Gail Seeklander \$24.08; Raymond Shepherd \$23.44; E.S. \$20.00; Larry Stufen \$20.24; Miles Tate \$20.00; Roger Teal \$11.28; Siera Tomczak \$20.00; Marlys Vanderwal \$165.36; Arlyn Wadsworth \$159.60; Jared Weatherly \$151.92; Virginia Weeks \$51.28; Judy Wellberg \$151.92; D.W. \$20.00; Carolyn Wilson \$352.60;

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report. Be it noted, the March 31, 2005 General Fund Surplus Analysis was presented to the board.

## GENERAL FUND SURPLUS ANALYSIS

The amount of General Fund dollars that counties can retain as surplus is restricted by SDCL 7-21-18.1 which states: "The total unreserved, undesignated fund balance of the general fund may not exceed forty percent of the total amount of all general fund appropriations contained in the budget for the next fiscal year. The total unreserved, undesignated fund balance of the general fund of the county as of March thirty-first and September thirtieth shall be published in the minutes of the proceedings of the board of county Commissioners and reported to the Department of Legislative Audit. The report shall be on forms prescribed by the Department of Legislative Audit."

The following analysis should be completed as of March thirty-first and September thirtieth of each year. Thereafter, the unreserved, undesignated fund balance amount should be published in the minutes of the governing board. This analysis should also be filed with the Department of Legislative Audit.

### Brookings County

March 31, 3005

#### ASSETS:

10100	Cash	2,403,983.89
10200	Cash Change	
10300	Petty Cash	400.00
10400	Interest Bearing Accounts	
10500	Savings Certificates	
10700	Restricted Cash in Banks	
10800	Taxes Receivable—Current	5,692,860.36
10900	Estimated Uncollectible Taxes Receivable--Current	
11000	Taxes Receivable—Delinquent	56,411.65
11100	Estimated Uncollectible Taxes Receivable--Delinquent	
11400	Judgment Receivable	
11700	Accounts Receivable	
11800	Estimated Uncollectible Accounts Receivable	
12800	Notes Receivable	
13100	Due from Other fund	
13200	Due from Other Government	
13300	Advance to Other Fund	
13500	Interest Receivable	
14100	Inventory of Supplies	
15100	Investments	
<b>TOTAL ASSETS</b>		<b>8,153,655.90</b>

## GENERAL FUND SURPLUS ANALYSIS

### LIABILITIES AND EQUITY:

20100	Claims Payable	370,159.30
20200	Accounts Payable	
20800	Due to Other Funds	
20900	Due to Other Governments	
21600	Accrued Wages Payable	
21700	Payroll Withholding Payable	
22300	Revenues Collected in Advance	
22400	Deferred Revenue	5,749,272.01

### FUND BALANCES:

27102	Reserved for Inventory	
27103	Reserved for Advance to Other Funds	
27199	Reserved for Other Purposes (Specify)	
27201	Designated for Next Year's Appropriations (one of the following)	
	March - 3/4 of the current year	0.00
	September - 1/4 of current year + subsequent year	
	December - subsequent year	
27202	Designated for Other Purposes (Specify)	
27203	Designated for Capital Outlay Accumulations	
27209	Undesignated	2,034,224.59

### TOTAL LIABILITIES AND EQUITY

8,153,655.90

Following Year General Fund Budget

(use current year for March analysis)

6,739,892.00

The unreserved, undesignated fund balance, account 27209,  
divided by the following year General Fund budget  
resulting in the fund balance percentage

30.18%

Motion by Negstad, seconded by Santema, to approve the following Automatic Supplement for unanticipated expenses incurred and reimbursement made to Brookings County. Department: Emergency Management; Amount: \$1,265.30; Reason: Program Funding for 2004 Citizen Corps; Receipt # 91402; Line #22600X4295222. Roll Call Vote: Santema "Aye," Klavetter "Aye," Negstad "Aye," Falken "Aye." Motion passes.

### **REGULAR BUSINESS**

Motion by Klavetter, seconded by Negstad, to award and authorize Chairperson Falken to sign, the bid of \$55,220.00 from Walter's Group Inc. for the Surrey Command Center #33CCLTD. Roll Call Vote: Klavetter "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Treasurer, Vicki Buseth and Elkton City Council Chairperson, David Landsman met with the board to discuss an Intergovernmental Transfer of Property, located in Elkton City, Brookings County. Be it noted, it was the consensus of the board to instruct Deputy State's Attorney, Wm. Mark Kratochvil to draft the Resolutions for the Intergovernmental Transfer of Property.

Brookings County Firefighter's Association President, Darrell Hartmann met with the board to discuss a Supplemental Budget Hearing for the purchase of a Fire Truck for the Volga Fire Department. Be it noted, it was the consensus of the board to instruct Commission Assistant/Human Resource Director, Stephanie Vogel to schedule the Supplemental Budget Hearing.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Personnel Matters, Interviews, and Correspondence. Be it noted, Chairperson Falken signed correspondence to Richard Helsper the Attorney for the 1921, LLC. Be it noted, the Board approved the following Personnel Action Notices: Annual Reviews: Cyndi Ault and Anne Hovey. Promotion: Mike Stoltenburg from PT Correctional Officer to FT Deputy Sheriff. New Hires: PT Correctional Officers, Mark Reif and Scott Hult.

Motion by Negstad, seconded by Santema, to approve and authorize Chairperson Falken to sign the Request to Fill Vacancy for the Equipment Operator position in the Highway Department. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

Highway Superintendent, Ted Eggebraaten met with the board to present previously approved contracts for signature and to update the board on the NACE Conference.

## **COMMISSIONER'S OPEN DISCUSSION**

Commissioner Klavetter reported on the BEDC Meeting and the 'What Future Brookings' Chamber Luncheon.

Commissioner Santema reported on the 'What Future Brookings' Chamber Luncheon.

Commissioner Falken reported on the Housing Meeting and the 'What Future Brookings' Chamber Luncheon.

## **ADJOURNMENT**

Chairperson Falken declared the meeting adjourned until 8:30am Tuesday, May 3, 2005.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

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Kelly Bakken  
Deputy Auditor  
Brookings County Auditor's Office